

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I. Position Title: Justice Court Administrator

Revision Date: 09/2017

EEO Category: Administrator

Status: Exempt (Exec.)

Control No: 20257

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category I position under the direction of the presiding judge, manages the day-to-day administrative activities and operation of the Sandy City Justice Court.

III. Essential Duties:

- Direct the hiring, training, work assignments, performance evaluations, discipline and termination of court clerks.
- Manage case flow in order to ensure that cases are processed in a timely and effective manner.
- Prepare the budget; ensure that all monies collected by the court are properly accounted for, including the balancing of revenue; monitor expenditures; prepare periodic revenue reports; approve payment of jurors and witnesses; supervise other related accounting and financial activities.
- Review handling of fines, fees, and forfeitures to ensure correct reporting and disbursement.
- Provide oversight for the maintenance of court dockets; issuance of judicial orders; posting of information generated during court sessions to case files; maintenance and security of court records; and access to court records.
- Monitor workload in order to determine staff deployment based on workload requirements and existing resources. Responsible for management of court calendars and records.
- Hold regular staff meetings and advise clerks regarding questions of procedure, coordination of operations and supervisory issues.
- Maintain liaison and coordinate court operations with representatives of other city departments and court agencies.
- Respond to questions and concerns from the public.
- Develop policies, procedures and guidelines in coordination with the presiding judge, for the effective administration of the Court.
- At the direction of the presiding judge, develop and maintain guidelines for the adjudication of certain traffic offenses and misdemeanors.
- Supervise the adjudication of cases involving certain classes of traffic infractions and misdemeanors based on approved standing orders.
- Prepare and submit periodic reports to the Administrative Office of the Courts and to the City Administrator's Office.
- Coordinate the development and implementation of court related computer systems and other digital applications as applied to the Sandy Justice Court.
- Serve on various city and state committees relating to the operation of the Court and general city government.
- Attend training and educational seminars provided by the Administrative Office of the Courts and other organizations.
- Keep abreast of and implement best practices for court administration.
- Keep abreast of legislation and national trends affecting the operation of the court.

IV. Marginal Duties:

- Directs or performs quality control audits to ensure accuracy of court records.
- Other duties as assigned.

V. Qualifications:

**Certification / Licenses:** Valid Utah Driver's License is required. Must maintain Bureau of Criminal Identification certifications regarding records access.

**Education:** Requires a master's degree in Judicial Administration, Business Management, Public Administration, Criminal Justice or related field and/or a law degree.

**Experience:** At least five years of work related experience with at least two of those years including direct supervisory experience. Prior court experience desired but not mandatory.

**Knowledge of:** Supervisory and management principles and practices including budgeting and training; filing procedures; bookkeeping and accounting procedures; court policies and procedures; City policies and procedures; legal terminology; court documents; and court computer systems including Coris and Judicial Workspace.

**Probationary Period:** Not Applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105 (1)(a).

**Responsibility for:** Confidential files and records; making decisions affecting the activities of 14-16 court clerks. This includes the responsibility for worker motivation and satisfaction. Responsible for financial and administrative decisions and their consequences.

**Communication Skills:** Inform the public and employees regarding Sandy City Justice Court procedures; contacts with other departments, furnishing and obtaining information; contacts with other enforcement agencies; requires tact and judgment to deal with and influence people; requires well developed sense of strategy and timing; constant contact with the public regarding citations they have received.

**Tool, Machine, Equipment Operation:** Frequent use of a personal computer and specialized software.

**Analytical Ability:** Ability to give directions; prioritize tasks; work well under pressure and impending deadlines; work independently with a minimum of supervision.

VII. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 40 pounds.

*Work Environment:* Great mental effort is required daily; frequent pressure and fatigue are present in this position due to above average exposure to deadlines and contact with discontented public; constant attendance is required; great responsibility is required for the care, condition, and use of materials, equipment, and money.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_